Purpose
To define the guidelines Utah Department of Transportation employees must follow to comply with Rule R926-6, Transportation Corridor Preservation Revolving Loan Fund (CP).

Background
The CP fund was established in 1996. Procedures were created to track expenditures and revenues by corridor in order to repay the fund. The revenue source for the fund is comprised of a rental car sales tax, and discretionary general fund appropriations from the legislature. Revenues less expenditures for property management are also added or subtracted from the fund. Expenditures are charged directly to the CP fund instead of the Transportation fund. A CP Inventory List was created to record acquisition costs, appraisal, title and relocation fees, revenues, property management fees, etc.
Responsibility: Transportation Commission

Actions

1. Approve the Right of Way (ROW) Director’s request to acquire a specific property.

Responsibility: ROW Property Manager

2. Prepare an R-709 (Shot Gun Estimate) form and forward to the Program Finance Division.

3. Obtain a cooperative agreement outlining repayment schedule if the property is in a local public agency jurisdiction.

Responsibility: Program Finance Research Analyst

4. Enter the property parcel on the Corridor Preservation Fund Inventory List along with owner’s name, property address, approval amount, and date approved if the corridor has already been established.

5. Assign a PIN, Program, and Project/Corridor description if it is a new corridor and set up a new worksheet in the Inventory.

6. Review quarterly to determine if new programs have been set up and notify ROW Property Management.

Responsibility: ROW Property Manager – Agent

7. Request payment for appraisals, surveys, and acquisitions according to established policies.
8. Code the request for payments for as follows:

<table>
<thead>
<tr>
<th>Appraisals</th>
<th>Fund</th>
<th>Dept Unit</th>
<th>Appr</th>
<th>Object/Activity</th>
<th>Project Parcel/Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2830</td>
<td>810 8970</td>
<td>2830</td>
<td>6137</td>
<td>755P 77XXX 05E XX/</td>
</tr>
<tr>
<td>Surveys, Deeds, and Inspections</td>
<td>2830</td>
<td>810 8970</td>
<td>2830</td>
<td>6137</td>
<td>760P 77XXX 05E XX/</td>
</tr>
<tr>
<td>Acquisitions</td>
<td>2830</td>
<td>810 8970</td>
<td>2830</td>
<td>6970</td>
<td>760P 77XXX 07R XX/</td>
</tr>
<tr>
<td>Relocation Costs</td>
<td>2830</td>
<td>810 8970</td>
<td>2830</td>
<td>6143</td>
<td>764P 766P 77XXX 05E XX/</td>
</tr>
</tbody>
</table>

9. Work with Program Finance to determine what ROW land transfers are needed on the new programs that have CP Land.

10. Prepare shot-gun estimates for state road corridor parcel transfers to fund 2800 to pay back the Corridor Preservation Fund when the project has been funded.

**Responsibility:** Comptroller Office-Finance Manager

11. Review the payments from the service center by comparing them to the Inventory List to verify Commission approval and accurate corridor account coding.

12. Enter the amount paid and date of last activity into the Inventory List.

13. Record revenue and expenses as follows:

<table>
<thead>
<tr>
<th></th>
<th>Fund</th>
<th>Dept Unit</th>
<th>Appr</th>
<th>Object/Revenue</th>
<th>Activity</th>
<th>Program Phase Parcel/Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Revenue (In House)</td>
<td>2830</td>
<td>810 8970</td>
<td>2830</td>
<td>2880</td>
<td>7503</td>
<td>77XXX 05E XX/</td>
</tr>
<tr>
<td>Rental Revenue (Contract Surplus Property Mgt.)</td>
<td>2830</td>
<td>810 8970</td>
<td>2830</td>
<td>2880</td>
<td>7549</td>
<td>77XXX 05E XX/</td>
</tr>
<tr>
<td>Property Mgmt Contractors</td>
<td>2830</td>
<td>810 8970</td>
<td>2830</td>
<td>6137</td>
<td>7549</td>
<td>77XXX 05E XX/</td>
</tr>
<tr>
<td>Buildings and Grounds (Contracted expenses related to property maint. and repairs)</td>
<td>2830</td>
<td>810 8970</td>
<td>2830</td>
<td>6171</td>
<td>7503</td>
<td>77XXX 05E XX/</td>
</tr>
<tr>
<td>Utilities</td>
<td>2830</td>
<td>810 8970</td>
<td>2830</td>
<td>61XX</td>
<td>7503</td>
<td>77XXX 05E XX/</td>
</tr>
<tr>
<td>Assessments and Taxes</td>
<td>2830</td>
<td>810 8970</td>
<td>2830</td>
<td>6261</td>
<td>7503</td>
<td>77XXX 05E XX/</td>
</tr>
</tbody>
</table>
Repayment Conditions

Responsibility: Local Government, Utah Transit Authority (UTA)

14. Repay the Corridor Preservation loans according to the approved loan repayment schedule or when the project has been funded.

Responsibility: Project Manager

15. Work with the ROW property manager to determine the amount of funds to include in the ROW cost estimate to pay back the fund when a project is assigned with real estate that has been purchased with this fund.

16. Prepare a Certification for UDOT Real Property Contribution to Federal-Aid Project form for federal projects to document UDOT’s contribution to the federal project to cover the match.

Responsibility: Comptroller’s Office- Finance Manager

17. Find the corridor Net Payback total amount on the Inventory Summary tab.

18. Obtain a list of parcels, the total acreage included in the right of way, and the acreage of the surplus property from ROW if the project advertised is only a partial amount of the land acquired in the corridor.

19. Record the transfer entry as follows:

<table>
<thead>
<tr>
<th>Surplus Property Sold</th>
<th>2830</th>
<th>810</th>
<th>8970</th>
<th>2830</th>
<th>2793</th>
<th>7503</th>
<th>77XXX 05E</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisitions</td>
<td>2800</td>
<td>7005</td>
<td>XEC</td>
<td>6970</td>
<td>760P</td>
<td>XXXX 07R</td>
<td>Debit (Total – Surplus)</td>
<td></td>
</tr>
<tr>
<td>Acquisitions ST Parcel (Surplus)</td>
<td>2800</td>
<td>7005</td>
<td>XEC</td>
<td>6971</td>
<td>760P</td>
<td>XXXX 07R</td>
<td>Debit (ST % of Total Acreage)</td>
<td></td>
</tr>
</tbody>
</table>

Responsibility: ROW Property Manager - Agent

21. Dispose of the property in accordance with Section 72-5-111 if the Commission determines an alignment for a transportation project is not feasible.

22. Write the FINET coding on the Excess Land Sale form as follows to record the revenue when ROW sells the property and forward to the Cashier in the Comptroller’s office: Fund 2830, Org 8970, Appr 2830, Revenue 2793, Activity 7503 77XXX 05E, Parcel #.
Responsibility: Comptroller’s Office – Finance Manager

23. Enter the sale amount in the Inventory List.

Reporting

Responsibility: Comptroller’s Office – Finance Manager

24. Prepare Corridor Preservation Monthly Reports. Details on how to prepare these reports are in the Comptroller’s Office Finance Manager’s Continuity File.

a. Prepare Fiscal Year to Date reports
b. Prepare Fund to Date reports
c. Reconcile new acquisitions, relocation, and appraisal expenses and update to the Inventory List
d. Verify that the Inventory List Summary tab reconciles to data entered in other spreadsheets